

**From:** Lawler, Michael (DPH) <Michael.Lawler@MassMail.State.MA.US>  
**Sent:** Wednesday, September 14, 2011 12:30 PM  
**To:** Nassif, Julianne (DPH) <Julianne.Nassif@MassMail.State.MA.US>; Salemi, Charles (DPH) <Charles.Salemi@MassMail.State.MA.US>; Saunders, Della (DPH) <Della.Saunders@MassMail.State.MA.US>; Corbett, Kate (DPH) <Kate.Corbett@MassMail.State.MA.US>; Glazer, Lisa (DPH) <Lisa.Glazer@MassMail.State.MA.US>; Frasca, Daniela (DPH) <Daniela.Frasca@MassMail.State.MA.US>; Khan, Annie (DPH) <Annie.Khan@MassMail.State.MA.US>; Piro, Peter (DPH) <Peter.Piro@MassMail.State.MA.US>; Renczkowski, Daniel (DPH) <Daniel.Renczkowski@MassMail.State.MA.US>; Medina, Nicole (DPH) <Nicole.Medina@MassMail.State.MA.US>; Tran, Mai (DPH) <Mai.Tran@MassMail.State.MA.US>; Tan, Zhi (DPH) <Zhi.Tan@MassMail.State.MA.US>; Lleshi, Hevis (DPH) <Hevis.Lleshi@MassMail.State.MA.US>; Sprague, Shirley (DPH) <Shirley.Sprague@MassMail.State.MA.US>; Phillips, Gloria (DPH) <Gloria.Phillips@MassMail.State.MA.US>; Zanolli, Janice (DPH) <Janice.Zanolli@MassMail.State.MA.US>; O'Brien, Elisabeth (DPH) <Elisabeth.O'Brien@MassMail.State.MA.US>  
**Subject:** lab updates from facilities

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This is a summary of the Sept. 14<sup>th</sup> Facilities Meeting

- 1) Power will be switched early Thursday morning (4 am), September 22, from the mainline to backup generators to test the switchover in the elevators, as part of their being recertified. Computers should be powered down to protect the programming.
- 2) A schedule of the balancing of Drug Lab air vents will be posted on the inside of the Drug Lab and Evidence Office doors. The balancing is not very intrusive. The HVAC crews will check air flow in the room, reset the baffles outside the lab, return and check the air flow until they arrive at the correct flow rate. The calendar anticipates several days for each room with the more likely scenario being two days. Please have lab coverage in the room while it is tested.
- 3) The facilities group will be double checking the status of the decertified hoods and consider the balancing necessary to get the hoods recertified. They will check in with the lab to do this work at our convenience.